



DEPARTMENT OF ADMINISTRATION
Administrative Services Division
209 East Musser Street, Room 304
Carson City, Nevada 89701-4204
(775) 684-0273 • Fax (775) 684-0275

Unclassified Job Announcement

Division Administrator, Administrative Services

Posted: 10/22/08

Annual Salary: Up to \$97,901

Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary.

Position open to: All qualified persons

Applications/Résumé's will be accepted: Until position is filled

All applications will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

Recruiting for: A full-time position located at the Department of Administration, Administrative Services Division, Carson City, Nevada.

The Position: Under direction of the Director of Administration, the Administrative Services Division furnishes fiscal and accounting services to the Director and to each division of the department; advises and assists the Director and each division of the department in carrying out their functions and responsibilities. Performs other duties as assigned.

Qualifications: Bachelor's degree from an accredited college or university in business administration, accounting, finance or a related field; and seven years of professional experience in budget development and analysis, financial accounting and fiscal management, and management of multiple business operations or equivalent combination of education and experience..

Benefits: Medical, dental and vision; three weeks paid vacation leave and sick leave per year, eleven paid holidays per year; retirement plan (PERS); life & disability insurance program; tax sheltered deferred compensation plan available. State employees do not contribute to Social Security but do contribute to Medicare. Long term employees enjoy additional benefits.

Submit Résumé's /Direct Inquiries To:

***Lisa Friend/Katie Holmberg
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Personnel Services
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